



U.S. General Services Administration

Federal Acquisition Service

GSA ASSIST – Central Invoice Service (CIS)

Live Training for GSA Contractors

November 10, 2014

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Purpose

- Purpose of this session:
 - To provide training on the ASSIST Central Invoice Service workflow

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In This Training, You Will Learn...

- The overall process for contractor invoice submission and invoice acceptance
 - How to access CIS
 - How to submit invoices
 - How to monitor in-process invoices
 - How to view invoices and acceptance reports for an order
- Duration of training: 60 minutes
- Question & answer session: 30 minutes

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Topics

- Introduction
- High-level Workflow
- CIS Navigation
- Invoice Submission
- In-Process Invoice Tracking
- Invoice History & Acceptance Report Form
- Other Considerations

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Overview

- New centralized system
 - Contractors to submit invoices
 - Clients (your customer) to accept goods and services
 - GSA employees to accept invoices
- Integration with existing acquisition systems provides an intuitive, contiguous user experience
- CIS introduces four new ASSIST pages:
 - Invoice form: Official invoice document
 - Acceptance Report form: Documents invoice acceptance
 - Invoice History page: All invoicing activity for a specific acquisition
 - In-Process Invoices page: Provides tracking of invoice processing activity

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Business Drivers

- The ASSIST Central Invoice Service was designed to provide:
 - Increased functionality
 - New data validations result in better quality invoices, thus fewer rejections
 - Improved efficiency
 - A centralized, simplified invoicing experience for GSA contractors
 - System accepts official invoice; no 'draft' invoices
 - Improved efficiency for invoicing and acceptance processing
 - Single invoice submission rather than 3-way match of ITSS Acceptance Info doc to VITAP invoice
 - Reduced systems and training overhead

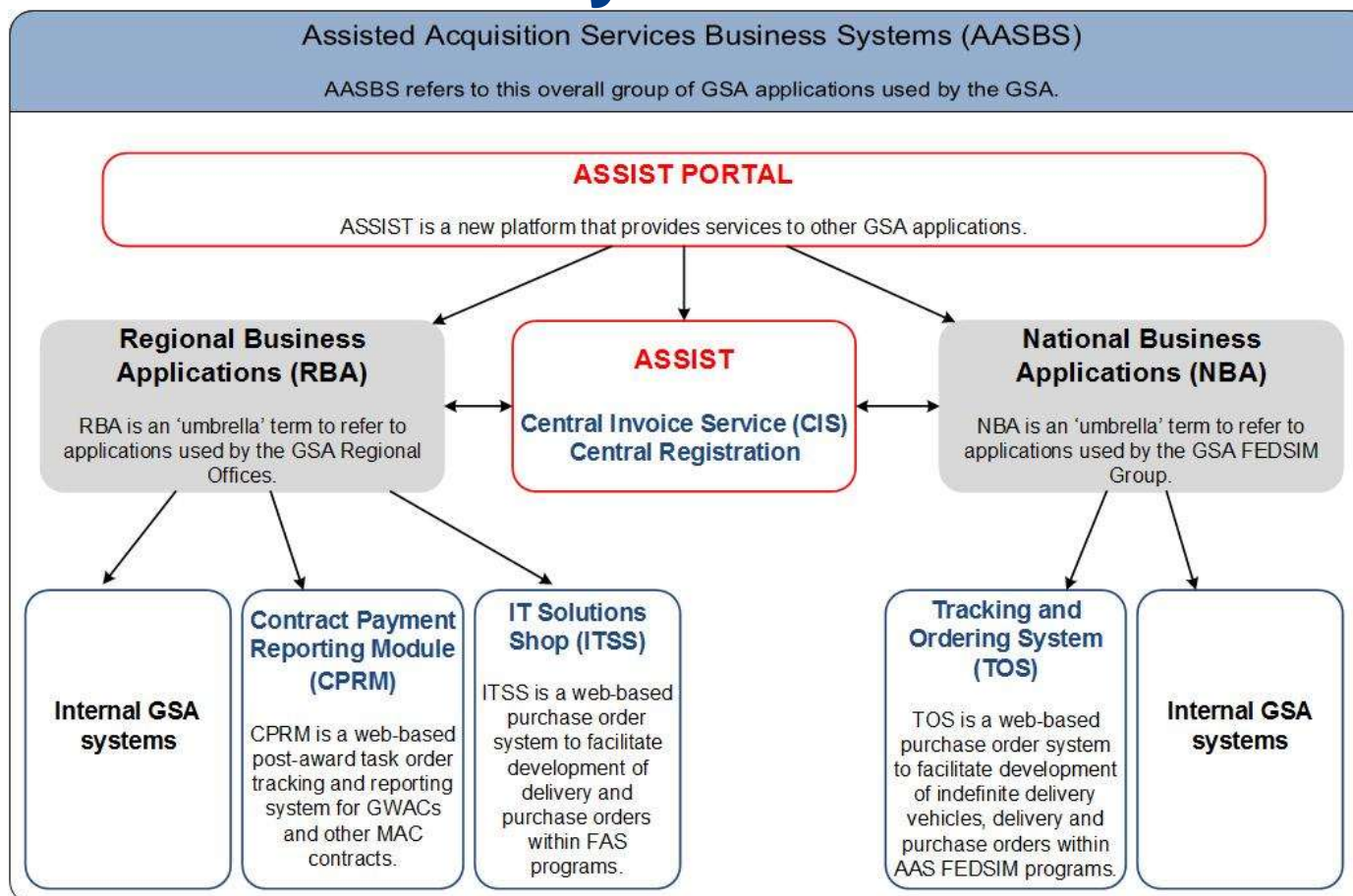
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Contractor Benefits

- ***Common invoicing experience*** for contractors with acquisitions in TOS and ITSS
- ***Fewer rejections***, as the service includes streamlined, enhanced invoice entry and validations to prevent submission errors
- ***Greater transparency*** with invoice payment tracking information
- ***For ITSS acquisitions...no more dual submission!***...a single invoice submission into the Central Invoice Service eliminates any need for redundant submission to GSA Finance and ITSS
- ***Better reporting*** via real-time, on-demand reports available at your fingertips
- ***Convenient summary details*** about historical and in-process invoices combining all invoices across applications
- ***Improved help content*** with extensive 'tool-tips' and 'in-form' help

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Systems and Acronyms



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CIS High-level Workflow



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CIS NAVIGATION

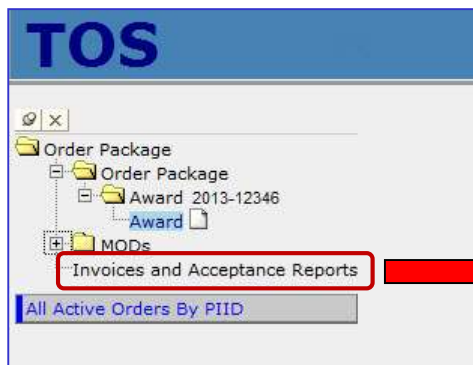
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How to Access CIS

- Welcome Page
- TOS Order Package displays “Invoices and Acceptance Reports” link directing users to the Invoice History page for the acquisition

Direct Access to Web Services

In-Process Invoices



Button to create a new invoice

Invoice History

Create New Invoice

Create New Invoice

Button to create a new invoice

Summary

| | |
|-----------------------------|-----------------|
| Order ID | 12345 |
| Award Amount | \$96,696,627.00 |
| Approved Invoice Total | \$56,584,706.84 |
| Invoice Credits/Adjustments | \$0.00 |
| POP Start Date | 06/12/2013 |
| POP End Date | 06/11/2014 |

Invoices

| Invoice/Acceptance Report | Invoice Number | Invoice Date | Invoice Amount | Approved Amount |
|-----------------------------|------------------|--------------|----------------|-----------------|
| No filter applied | | | | |
| Invoice | AH09101421482775 | 09/11/2014 | \$6,000.00 | \$0.00 |
| Invoice Acceptance Report | Example1A | 04/10/2014 | \$92,903.02 | \$92,903.02 |
| Invoice Acceptance Report | Example1B | 04/10/2014 | \$113,997.44 | \$113,997.44 |
| Invoice Acceptance Report | Example1C | 03/14/2014 | \$5,311,325.34 | \$5,311,325.34 |
| Invoice Acceptance Report | Example1D | 03/13/2014 | \$8,962,384.66 | \$8,962,384.66 |
| Invoice Acceptance Report | Example1E | 02/14/2014 | \$1,694,203.06 | \$1,694,203.06 |
| Invoice Acceptance Report | Example1F | 12/19/2013 | \$3,265,532.48 | \$3,265,532.48 |

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How to Access CIS

- ITSS Order Package displays “Invoices and Acceptance Reports” link directing users to the Invoice History page for the acquisition

The screenshot illustrates the navigation path from the ITSS Order Package to the Invoice History page. On the left, the 'Orders - Entire Package' sidebar shows the hierarchy: 'Next -> |' followed by 'Order Package', then 'ID07140045-COI Test Client_User (Example Organization) A', and finally '01 BOM/SOW ID07140029 - 000 Version 00 Amendment 0'. The 'Invoices and Acceptance Reports' link is highlighted with a red box and a red arrow pointing to the 'Invoice History' page.

The 'Invoice History' page displays the following information:

Create New Invoice

Button to create a new invoice

Summary

| | |
|-----------------------------|-------------|
| Order ID | ID07140034 |
| Award Amount | \$80,000.00 |
| Approved Invoice Total | \$9,588.00 |
| Invoice Credits/Adjustments | (\$410.00) |
| POP Start Date | 01/01/2014 |
| POP End Date | 12/31/2014 |

Invoices

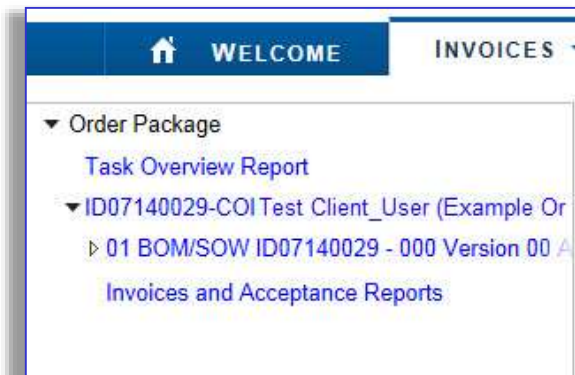
| Invoice/Acceptance Report | Invoice Number | Invoice Date | Invoice Amount | Approved Amount |
|-----------------------------|------------------------|--------------|----------------|-----------------|
| No filter applied | | | | |
| Invoice | BillingsScn12461734Z | 09/16/2014 | \$2,000.00 | \$0.00 |
| Invoice | Flatfee091014A2461734Z | 09/10/2014 | \$2,000.00 | \$2,000.00 |
| Invoice Acceptance Report | TESTINV00022461734Z | 09/09/2014 | \$4,000.00 | \$4,000.00 |
| Invoice | TestInv00012461734Z | 09/05/2014 | \$20.00 | \$0.00 |
| Invoice | Test09042014A2461734Z | 09/04/2014 | \$40.00 | \$0.00 |
| Invoice Acceptance Report | DFT4505A2461734Z | 09/03/2014 | \$4,000.00 | \$4,000.00 |

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Navigation within CIS

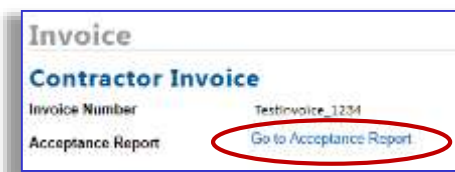
➤ Order Navigator

- Displayed on “view” CIS pages → Provides navigation throughout the entire order package



➤ Invoice/Acceptance Report

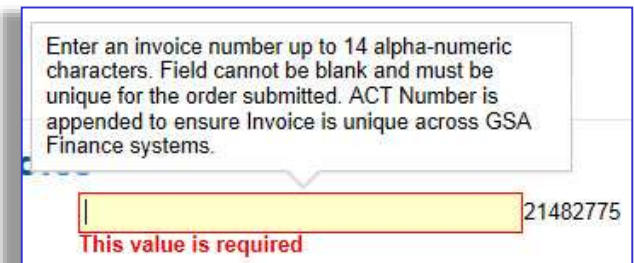
- Links allow quick navigation between pages



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Help

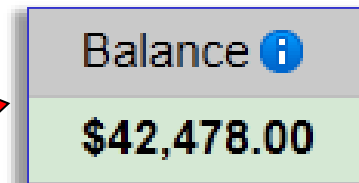
- Several resources are provided to guide GSA users through the CIS forms and workflow:
 - Field “Tool Tips” → provides guidance on data entry fields
 - Information Icons → provides guidance on read-only elements
 - “Help with this Page” → provides overarching help documentation for specific modules and related processes



Enter an invoice number up to 14 alpha-numeric characters. Field cannot be blank and must be unique for the order submitted. ACT Number is appended to ensure Invoice is unique across GSA Finance systems.

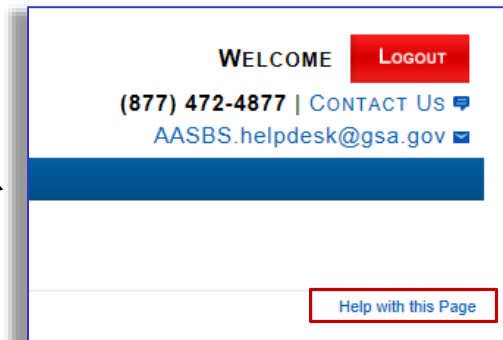
21482775

This value is required



Balance ⓘ

\$42,478.00



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AASBS.helpdesk@gsa.gov

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INVOICE FORM & SUBMISSION

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Invoice Submission Process



ITSS: Use 'ITSS Quick Links Portlet'

TOS: Use 'Industry Partner Awards Portlet'

Order Information

- Remittance address
- Points of Contact
- Schedule of Supplies and Services

➤ An attached copy of the invoice and other supporting documents is mandatory

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Invoice Form – New Form – Top of Form

The screenshot shows the 'Create New Invoice' form in the GSA ASSIST system. The form is titled 'Contractor Invoice' and includes a warning: 'Invoice submission is not complete until all validation messages are resolved and system confirmation is received.' The form fields are as follows:

- Invoice Number:** 11155544 (Annotated: 'CIS appends the ACT Number to the end of each invoice number in order to ensure a unique number is transmitted to the GSA Finance system.') (Annotated: 'Your contact information')
- Submitted By:** Test Username
- Email:** Test_Username@example.com
- Phone:** (858)123-4567
- Fax:** (858)123-4568
- Final or Partial Invoice:** Partial (Annotated: '"Partial" means this is not the final invoice for the acquisition')
- Discount Terms:** Net 30 Days / 0 % 0 Days (Annotated: 'May offer improved Discount Terms for individual invoices – defaults to contract terms on the most recent award')
- Contractor Comments:** (Annotated: 'Comments')

Order Information

Order ID: ID07140029

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Invoice Form – New Form – Middle of Form

Order Information

Order ID ID07140029
ACT Number A11155544
PIID GS07Q14BGA0006
Award Date 05/28/2014
Award Amount \$50,000.00
Contract Number GS07Q14ABC0123
Contracting Office Region 07

High-level Order
Information

Contractor Company Information

Company Name Test Company Name, Inc.
Classification Small Disadvantaged
DUNS 123456789
NAICS Code(s) 123456

Company
Information

Remittance Address ⓘ

Company Test Company Name, Inc.
Street1 123 Main Street
Street2
City, State, ZIP Anytown, CA 91122
Country United States
Phone N/A
Fax N/A

Remittance information
from the last awarded mod

GSA Point of Contact

Name GSAUsername
Email GSA.Username@gsa.gov
Phone (858)123-9988
Fax (858)123-8899

GSA CSR or PM
associated to order

Shipping Information

Date Delivered MM/DD/YYYY
Shipment Number
F.O.B. Point Destination
Government B/L No.
Delivery F.O.B Date MM/DD/YYYY
Shipping Comments

The Shipping Information
section will appear for TOS
orders

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Invoice Form – New Form – NBA Schedule of Supplies and Services

The invoice total may not be greater than the available balance

The line item begin and end dates must be within the Period of Performance Date Range

Invoice Amount field is calculated as data is entered

Schedule of Supplies and Services

Available Balance \$40,111,920.16
POP Start/End Date Range 06/12/2013 - 06/11/2014

| Item Number | Description | Quantity | Unit | Unit Price | Invoice Amount | Begin Date | End Date | Ship Date |
|----------------------|---------------------------|----------|------|------------|----------------|------------|------------|------------|
| 0001 | Labor | 0 | EA | \$0.00 | \$0.00 | MM/DD/YYYY | MM/DD/YYYY | MM/DD/YYYY |
| 0003 | Long Distance Travel | 0 | EA | \$0.00 | \$0.00 | MM/DD/YYYY | MM/DD/YYYY | MM/DD/YYYY |
| 0004 | Tools | 0 | EA | \$0.00 | \$0.00 | MM/DD/YYYY | MM/DD/YYYY | MM/DD/YYYY |
| 0005 | Other Direct Costs (ODCs) | 0 | EA | \$0.00 | \$0.00 | MM/DD/YYYY | MM/DD/YYYY | MM/DD/YYYY |
| Invoice Total | | | | | \$0.00 | | | |

Triangle icon / twistie

Invoice total will update dynamically as data is entered for each line item

Begin Date and End Date must be entered for service line items; Ship Date for commodities and deliverables

Schedule of Supplies and Services includes all line items from the most recent awarded modification

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Invoice Form – New Form – RBA Schedule of Supplies and Services

Schedule of Supplies and Services

| ▶ | Item Number | Description | POP/Delivery Date | Invoice Amount ⓘ | Begin Date |
|---|-------------|--------------------------|-------------------------|------------------|------------|
| ▶ | 0001 | COM item with surcharge | 01/31/2014 | \$0.00 | |
| ▶ | 0002 | LAB item with surcharge | 01/01/2014 - 12/31/2014 | \$0.00 | MM/DD/YY |
| ▶ | 0003 | COST item with surcharge | 01/01/2014 - 12/31/2014 | | |
| ▶ | 0004 | FFP item with surcharge | 01/01/2014 - 12/31/2014 | | |

Triangle icon
/ Twistie

Schedule of Supplies and Services
includes all line items from the most
recent awarded modification

Invoice Total \$0.00

Schedule of Supplies and Services

| ▶ | Item Number | Description | POP/Delivery Date | Invoice Amount ⓘ | Begin Date | End Date | Ship Date |
|---|-------------|--------------------------|-------------------------|------------------|------------|------------|------------|
| ▶ | 0001 | COM item with surcharge | 01/31/2014 | \$0.00 | | | MM/DD/YYYY |
| ▶ | 0002 | LAB item with surcharge | 01/01/2014 - 12/31/2014 | \$0.00 | MM/DD/YYYY | MM/DD/YYYY | |
| ▶ | 0003 | COST item with surcharge | 01/01/2014 - 12/31/2014 | \$0.00 | MM/DD/YYYY | MM/DD/YYYY | |
| ▶ | 0004 | FFP item with surcharge | 01/01/2014 - 12/31/2014 | \$0.00 | MM/DD/YYYY | MM/DD/YYYY | |

Invoice Total

\$0.00

Total Invoiced
Amount

Enter Invoice Amount
for each row, leave
\$0.00 on any rows not
included on invoice

Enter the Invoice Service
Dates or Ship Date for
each line item that has an
invoice amount

This is a U.S. General Services Administration Form

computer system

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Invoice Form – New Form – RBA Breakout

- ITSS feature only: orders can be set to require the contractor to breakout line items into work categories on the invoice form
- Purpose is to enable GSA to itemize client bills into the following categories:
 - COM (Commodity), Labor, ODCs (Other Direct Costs), Travel, Deliverables

Breakout ⓘ

Distribute the full invoice amount to the appropriate Bill Types for each item listed below.

| Item Number | Description | Invoice Amount | Amount Left to Distribute | COM | Labor | ODCs | Travel | Deliverables |
|-------------|-------------|----------------|---------------------------|--------|--------|--------|--------|--------------|
| 1 | LAB1 | \$900.00 | \$900.00 | | \$0.00 | \$0.00 | \$0.00 | |
| 2 | LAB2 | \$0.00 | \$0.00 | | \$0.00 | \$0.00 | \$0.00 | |
| 3 | COM | \$150.00 | \$150.00 | \$0.00 | | | | |
| 4 | COST | \$0.00 | \$0.00 | | \$0.00 | \$0.00 | \$0.00 | |
| 5 | FFP | \$0.00 | \$0.00 | | | | \$0.00 | \$0.00 |

Values must
be distributed

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Contractor View of New Invoice Form – Attachments

Phone: (858)123-9988
Fax: (858)123-8899

Schedule of Supplies and Services

| Item Number | Description |
|-------------|-------------|
| 001 | test |

Invoice Total \$0.00

File Attachments

You must attach a copy of your invoice, to include any required documents.

[Manage Attachments](#)

This invoice report has no attachments.

[Submit Invoice](#)

Central Invoice Service

You are signed in as [User Name] [Log Out](#)

ATTACHMENTS

[Return To Form](#)

File Upload Guidelines and Practices

- Maximum file size is 50 MB.
- Filenames must be unique across the entire order, including rejected documents and duplicate files.
- Please minimize the use of special characters in document filenames.
- It is recommended to upload one file at a time if uploading large files sizes.
- File upload time is dependent upon file size and network speed.
- Uploading files at maximum size can take anywhere from a few minutes to 30 minutes or more for slower networks.
- Note that the browser's built in progress bar does not reflect the progress of the actual file upload.

Please attach your applicable requirements documentation.

Order ID: ID07140029
PIID #: GS07Q14BGA0006
Invoice Number: AH092214

Attachment #1: [Browse...](#)
Description: Invoice Attachment

Attachment #2: [Browse...](#)
Description: Invoice Attachment

Attachment #3: [Browse...](#)
Description: Invoice Attachment

Attachment #4: [Browse...](#)
Description: Invoice Attachment

Attachment #5: [Browse...](#)
Description: Invoice Attachment

Attachment #6: [Browse...](#)
Description: Invoice Attachment

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New Invoice Form Submitted

The screenshot displays the GSA ASSIST web application interface. At the top, the GSA ASSIST logo is on the left, and the user is logged in as 'WELCOME, Test User' with a 'LOGOUT' button on the right. Contact information for AASBS is also visible. The main navigation bar includes 'WELCOME' and 'INVOICES'. The left sidebar shows a tree view with 'Order Package' expanded, containing 'Task Overview Report', 'ID09140041-COI Client Name (Organization)', and '01 BOM/SOW ID09140041 - 000 Version 00'. The main content area is titled 'Invoice History' and features a green success message: 'The Invoice Form has been Successfully Submitted.' Below this is a 'Create New Invoice' button. A yellow callout box points to the success message with the text: 'System presents the Invoice History page with the Success message'. Further down, a 'Summary' table lists invoice details, and an 'Invoices' section is at the bottom.

GSA ASSIST

WELCOME, Test User [LOGOUT](#)

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[WELCOME](#) [INVOICES](#)

▼ Order Package
Task Overview Report
▼ ID09140041-COI Client Name (Organization)
▶ 01 BOM/SOW ID09140041 - 000 Version 00
Invoices and Acceptance Reports

Invoice History

✓ The Invoice Form has been Successfully Submitted.

[Help with this Page](#)

Create New Invoice

Create New Invoice

Summary

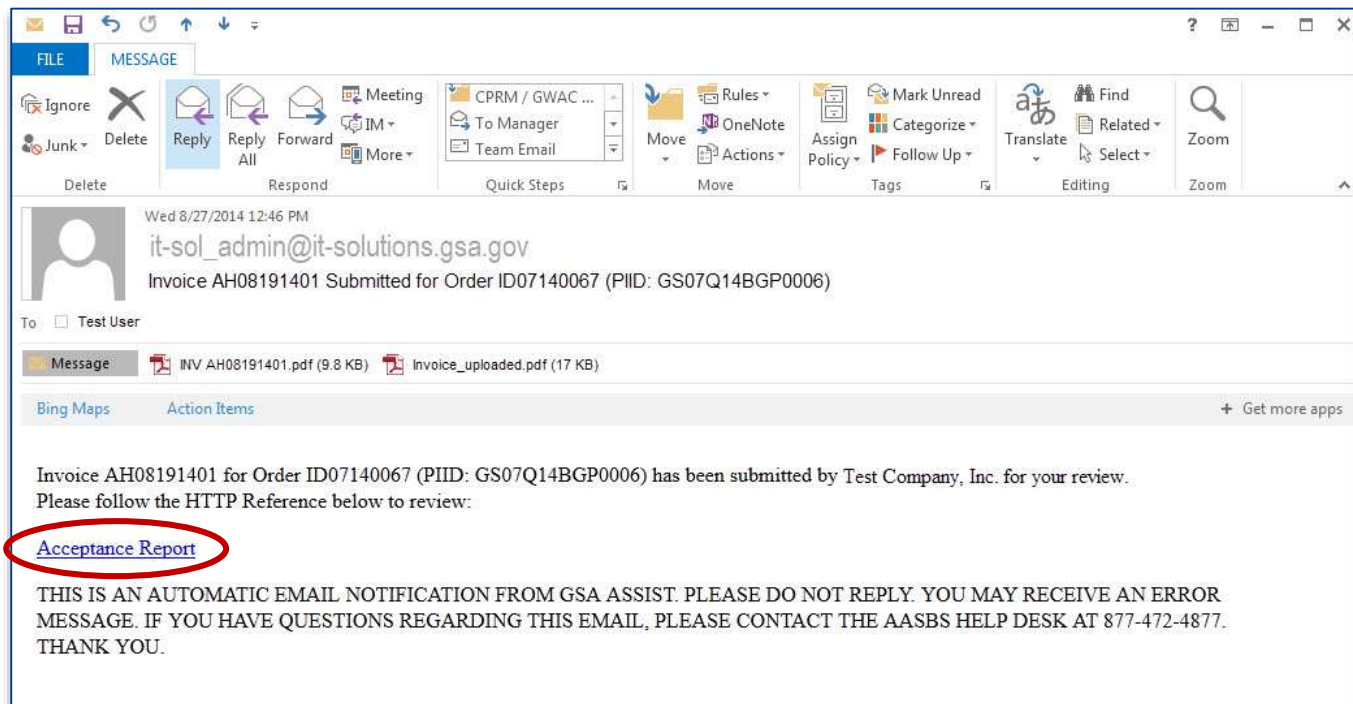
| | |
|-----------------------------|-------------|
| Order ID | ID09140041 |
| Award Amount | \$80,000.00 |
| Approved Invoice Total | \$4,057.96 |
| Invoice Credits/Adjustments | \$4.00 |
| POP Start Date | 01/01/2014 |
| POP End Date | 12/31/2014 |

Invoices

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Client and GSA Receive Email Notification

- CIS will notify GSA users via system generated email when an invoice is awaiting acceptance



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INVOICE SUBMISSION DEMO

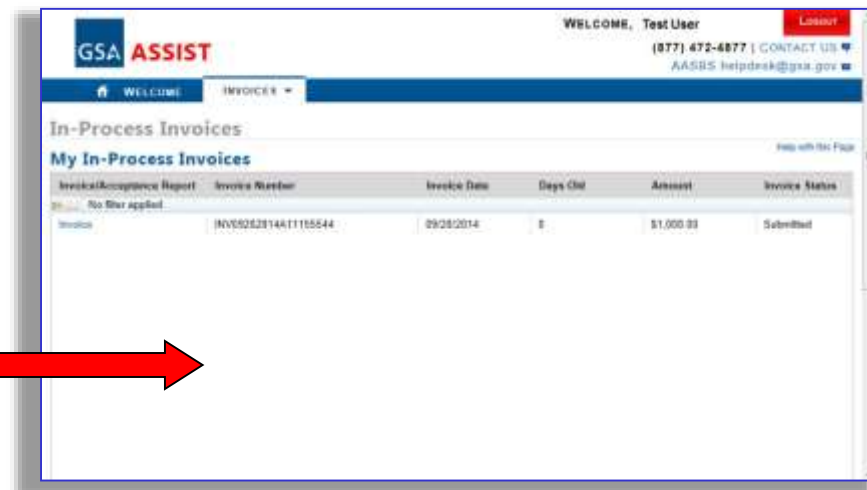
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IN-PROCESS INVOICE TRACKING

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In-Process Invoice Tracking

- CIS will notify GSA PM/CSR and your Client via system generated email when an invoice is awaiting acceptance (upon invoice submission)
- Contractor users are able to track invoices awaiting payment via the “In-Process Invoices” page accessible from the ASSIST Welcome page “Direct Access to Web Services” portlet



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IN-PROCESS INVOICES DEMO

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INVOICE HISTORY & ACCEPTANCE REPORT FORM

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TOS & Invoice History

The screenshot shows the 'Invoice History' page in the GSA ASSIST system. The page includes a left-hand navigation pane, a top navigation bar, and a main content area. Annotations highlight specific features:

- Left-hand navigation:** Points to the 'Invoices' link in the left sidebar.
- Page-level help:** Points to the 'Help with this Page' link in the top right corner.
- Filter icon:** Points to the filter icon in the table header.
- Table contains all invoices for the order. Click a table heading to re-sort the table.** Points to the table header.
- Links to Invoice and Acceptance Report forms:** Points to the 'Invoice | Acceptance Report' links in the table rows.

Invoice History Summary

| Order ID | 12347 |
|-----------------------------|-----------------|
| Award Amount | \$96,696,627.00 |
| Approved Invoice Total | \$56,584,706.84 |
| Invoice Credits/Adjustments | \$0.00 |
| POP Start Date | 06/12/2013 |
| POP End Date | 06/11/2014 |

Invoices

| Invoice/Acceptance Report | Invoice Number | Invoice Date | Invoice Amount |
|-----------------------------|------------------|--------------|----------------|
| No filter applied | | | |
| Invoice | AH09231421482775 | 09/23/2014 | \$8,500.00 |
| Invoice | AH09221421482775 | 09/23/2014 | \$17,800.00 |
| Invoice | AH09101421482775 | 09/11/2014 | \$6,000.00 |
| Invoice Acceptance Report | | | \$92,903.02 |
| Invoice Acceptance Report | | | \$113,997.44 |
| Invoice Acceptance Report | | | \$5,311,325.34 |

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ITSS & Invoice History

The screenshot shows the GSA ASSIST 'Invoice History' page. The page has a top navigation bar with 'WELCOME' and 'INVOICES' tabs. A left-hand navigation pane is visible on the left. The main content area includes a 'Create New Invoice' button, a 'Summary' section with key metrics, and an 'Invoices' table. Annotations highlight specific features: 'Left-hand navigation' points to the sidebar; 'Page-level help' points to the 'Help with this Page' link; 'Filter icon' points to a filter icon in the table header; and 'Links to Invoice and Acceptance Report forms' points to the 'Invoice' and 'Invoice/Acceptance Report' links in the table header.

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GSA ASSIST

WELCOME INVOICES

Order Package
Task Overview Report
ID07140036-COI Test Client_User (Example Or
01 BOM/SOW ID07140029 - 000 Version 00
Invoices and Acceptance Reports

Invoice History
Create New Invoice
Create New Invoice

Help with this Page

Summary

| | |
|-----------------------------|-------------|
| Order ID | ID07140036 |
| Award Amount | \$50,000.00 |
| Approved Invoice Total | \$0.00 |
| Invoice Credits/Adjustments | \$0.00 |
| POP Start Date | |
| POP End Date | |

Invoices

| Invoice/Acceptance Report | Invoice Number | Invoice Date | Invoice Amount |
|---------------------------|----------------------|--------------|----------------|
| No filter applied | | | |
| Invoice | Test0902201411155544 | 09/02/2014 | \$10.00 |

Page-level help

Left-hand navigation

Filter icon

Table contains all invoices for the order. Click a table heading to re-sort the table.

Links to Invoice and Acceptance Report forms

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Acceptance Report Form

- The Acceptance Report form is the companion form to the Invoice form
 - Enables the client and GSA to perform their acceptance steps for the invoice
- Documents invoice acceptance – invoices may be:
 - Accepted → Payment of invoice approved in full
 - Partially Accepted → Partial payment of invoice
 - Rejected → Invoice rejected in full

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Acceptance Report Form – View Mode

Top Portion of Form

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[WELCOME](#) [INVOICES](#)

▼ Order Package
Task Overview Report
▼ ID07140034-COI Client Name (Organization)
 ▶ 01 BOM/SOW ID07140034 - 000 Version 00
 [Invoices and Acceptance Reports](#)

Navigation option to access the order package

Acceptance Report

Invoice Summary

| | |
|--------------------------|-------------------------|
| Invoice Number | TESTINV00022461734Z |
| Invoice Amount | \$4,000.00 |
| Contractor Company | Test Company Name, Inc. |
| Submitted By | Test Username |
| Invoice Date | 09/09/2014 04:13:15 PM |
| Final or Partial Invoice | Partial |
| Status | Accepted, FSC Accepted |
| Order ID | ID07140034 |
| ACT Number | A2461734Z |
| PIID | GS07Q14BGP0001 |
| Contract Number | GS07Q14ABC0001 |
| Discount Terms | Net 30 Days / 0% 0 Days |
| Contractor Comments | Test |

Click the Invoice Number link to view the Invoice Form

Use the 'Help with this Page' to access detailed form-level help

Invoice submission date

Status indicates current point in the workflow

Contractor Comments from Invoice form

[Help with this Page](#)

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Acceptance Report Form – View Mode

Middle Portion of Form

Order Package

Task Overview Report

ID07140034-COI Client Name (Organization)

01 BOM/SOW ID07140034 - 000 Version 00

Invoices and Acceptance Reports

Attachments from the invoice

Performance / Ship Dates for the task items invoiced

Contractor Invoiced item

| Contractor Invoice Amount | Begin Date | End Date | Ship Date | GSA Acceptance Amount |
|---------------------------|------------|------------|------------|-----------------------|
| \$1,000.00 | N/A | N/A | 09/09/2014 | \$1,000.00 |
| \$1,000.00 | 01/01/2014 | 01/31/2014 | N/A | \$1,000.00 |
| \$1,000.00 | 01/01/2014 | 01/31/2014 | N/A | \$1,000.00 |
| \$1,000.00 | 01/01/2014 | 01/31/2014 | N/A | \$1,000.00 |

GSA Accepted Amounts

System generated PDF copy of the invoice form

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Acceptance Report Form – View Mode

Lower Portion of Form

The screenshot displays the lower portion of the GSA Acceptance Report Form in View Mode. The left sidebar contains a navigation menu with the following items: Order Package, Task Overview Report, ID07140034-COI Client Name (Organization), 01 BOM/SOW ID07140034 - 000 Version 00, and Invoices and Acceptance Reports. The main content area is divided into several sections:

- Contractor Invoice Total:** \$4,000.00
- GSA Accepted total:** \$4,000.00
- File Attachments Uploaded to Invoice by Contractor**
 - Click a Link to Download an Attachment
 - Invoices/Vouchers - (INV_TESTINV0002.pdf) Invoice Submitted for invoice# TESTINV0002
 - Invoices/Vouchers - (Test+document+upload+7.txt) Invoice Attachment
- GSA Authorization**

| | |
|------------------------|------------------------|
| GSA Authorization Date | 09/10/2014 03:41:39 PM |
| Authorized By | GSA Username |
| Authorization | Accepted |
| GSA Review Comments | Test |
- Edit History**

| Recent Edits | |
|--------------|------------------------|
| GSA Username | 2014-09-10 03:41:39 PM |
| Client User | 2014-09-10 02:47:01 PM |

At the bottom of the form, a status bar reads: "This is a U.S. General Services Administration Federal government computer system".

Two yellow callout boxes highlight specific information:

- A callout box labeled "GSA acceptance information" points to the "Authorized By" field, which contains "GSA Username".
- A callout box labeled "Edit history" points to the "Edit History" section, specifically to the "Recent Edits" table.

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OTHER CONSIDERATIONS

Federal Acquisition Service

Invoice Payment Information

➤ Payment made by GSA Finance indicated on the Invoice form

- Payment Status
- Processed Date
- Payment Amount

Invoice

Contractor Invoice

| | |
|--------------------------|---|
| Invoice Number | GMINV52314RBA62473541Y |
| Acceptance Report | Go to Acceptance Report |
| Submitted By | Test Contractor |
| Email | test@testco.com |
| Phone | 123-456-7890 |
| Fax | 987-654-3210 |
| Invoice Date | 05/23/2014 03:39:08 PM |
| Final or Partial Invoice | Partial |
| Status | Processed for Payment |
| Discount Terms | Net 30 Days / 22% 2 Days |
| Contractor Comments | |
| Payment Status | PAID |
| Processed Date | 04/30/2014 - 01:02:03 EST |
| Payment Amount | \$1,000,000.00 |

Federal Acquisition Service

ITSS Breakout

Contractor Invoice
Breakout

Breakout ⓘ

Distribute the full invoice amount to the appropriate Bill Types for each item listed below:

| Item Number | Description | Invoice Amount | Amount Left to Distribute | COM | Labor | ODCs | Travel | Deliverables |
|-------------|-------------|----------------|---------------------------|--------|--------|--------|--------|--------------|
| 1 | LAB1 | \$900.00 | \$900.00 | | \$0.00 | \$0.00 | \$0.00 | |
| 2 | LAB2 | \$0.00 | \$0.00 | | \$0.00 | \$0.00 | \$0.00 | |
| 3 | COM | \$150.00 | \$150.00 | \$0.00 | | | | |
| 4 | COST | \$0.00 | \$0.00 | | \$0.00 | \$0.00 | \$0.00 | |
| 5 | FFP | \$0.00 | \$0.00 | | | | \$0.00 | \$0.00 |

▼ GSA Order Specifics

Region: 07. Greater Southwest Region

COI form

Program: FISSP

Bill Type Breakout
Required: YesPreparing Contracting Office
Code: BG000 GSA/FAS Assisted and Expanded Acquisition (R07)

Territory: San Antonio-TX

IA Number(s):

IA Attachment(s): File Attachments:

Federal Acquisition Service

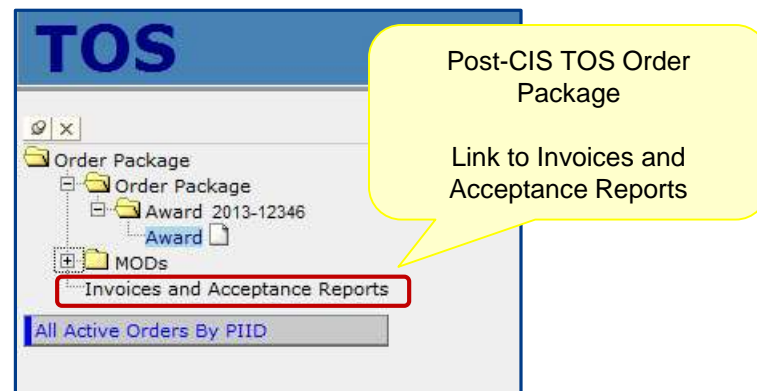
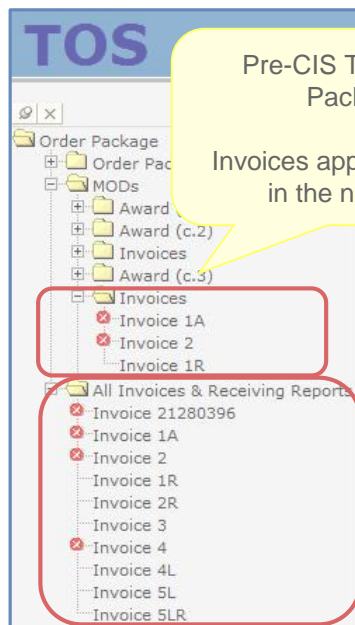
Invoice Auto Rejection

- Effective upon CIS deployment, contractors must submit invoices using the new CIS process
- Direct submissions to GSA Finance will no longer be accepted*
 - Exception: Invoices for FAS OCIO orders are submitted to GSA Finance
- ITSS or TOS invoices (other than FAS OCIO invoices) submitted directly to GSA Finance following CIS deployment will be identified, imported to CIS and automatically rejected

Federal Acquisition Service

Data Migration - TOS

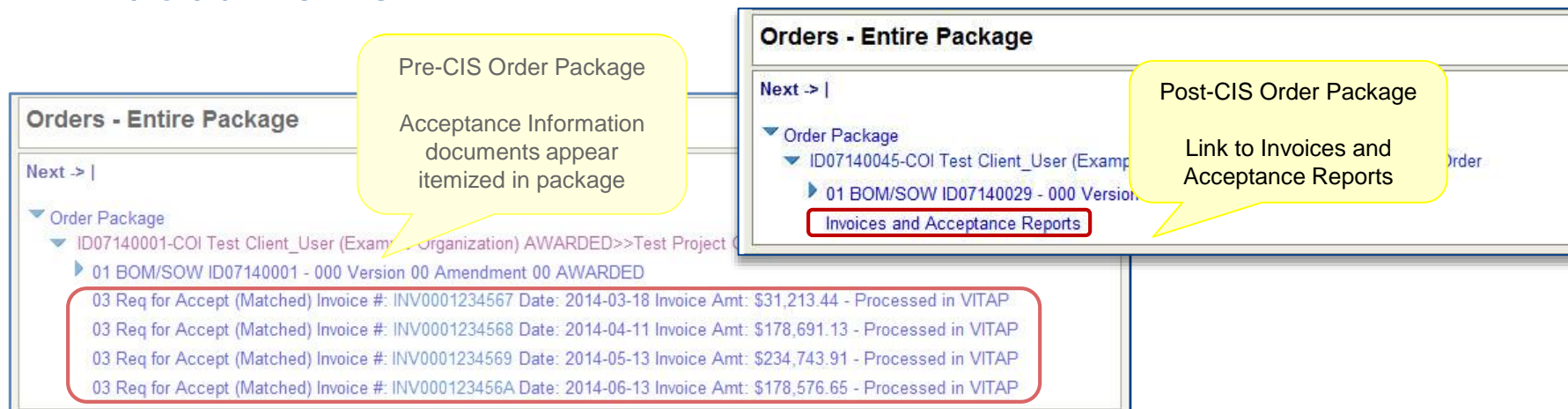
- NBA Invoices are migrated to CIS as Invoice and Acceptance Report documents



Federal Acquisition Service

Data Migration – ITSS

- RBA Acceptance Information documents (matched) are migrated to CIS as Invoice and Acceptance Report documents



Federal Acquisition Service

Conclusion

Tip: Help is available on each page in the system.

AASBS Helpdesk contact info:

aasbs.helpdesk@gsa.gov

877-472-4877

Federal Acquisition Service

Invoice Status Definitions

Acceptance Report Status Definitions

Glossary

RESOURCES

Federal Acquisition Service

Invoice Status Definitions

| Invoice Status | Definition |
|-------------------------------|--|
| Submitted | New invoice, pending acceptance activity |
| Under Review | Acceptance in-progress, not yet finalized |
| Accepted | GSA Accepted full invoice amount |
| Accepted – Partial Payment | GSA Accepted portion of the invoice amount |
| Rejected | GSA Rejected the invoice |
| Processed for Payment | Invoice has been processed for full payment |
| Processed for Partial Payment | Invoice has been processed for partial payment |
| Rejected VITAP Import | Invoice submitted directly to VITAP – imported to CIS and automatically rejected |

Federal Acquisition Service

Acceptance Report Status Definitions

| Acceptance Report Status | Definition |
|---|--|
| Awaiting Review | New invoice submission |
| Client Reviewing | Client Saved as Draft |
| Client Reviewed – Accepted | Client submitted “Accepted” Acceptance Report, pending GSA action |
| Client Reviewed – Partial Payment | Client submitted “Partial” Acceptance Report, pending GSA action |
| Client Reviewed – Rejected | Client submitted “Rejected” Acceptance Report, pending GSA action |
| GSA Reviewing | GSA Saved as Draft |
| Accepted | GSA submitted “Accepted” Acceptance Report |
| Accepted – Partial Payment | GSA submitted “Partial” Acceptance Report |
| Rejected | GSA submitted “Rejected” Acceptance Report |
| FSC Reviewing | FSC Saved as Pending |
| Accepted, FSC Accepted | GSA Accepted, FSC processed |
| Accepted, FSC Partial Payment | GSA Accepted, FSC processed as shortpay |
| Accepted, FSC Rejected | GSA Accepted, FSC Rejected |
| Accepted – Partial Payment, FSC Accepted | GSA Partially Accepted, FSC processed |
| Accepted – Partial Payment, FSC Partial Payment | GSA Partially Accepted, FSC processed as shortpay |
| Accepted – Partial Payment, FSC Rejected | GSA Partially Accepted, FSC Rejected |
| Rejected VITAP Import | Invoice submitted directly to VITAP – imported to CIS and automatically rejected |

Federal Acquisition Service

Glossary

| Term | Definition |
|--------|--|
| AASBS | Assisted Acquisition Services Business Systems |
| ASSIST | Assisted Services Shared Information SysTem |
| CIS | Central Invoice Service |
| COM | Short for 'Commodity', a type of task item in ITSS |
| CPRM | Contract Payment Reporting Module |
| FAR | Federal Acquisition Regulation |
| FAS | Federal Acquisition Service |
| FFP | Firm Fixed Price, a type of task item in ITSS |
| FSC | Financial Service Center |
| GSA | General Services Administration |
| IPAC | Inter-governmental Payment and Collections |
| ITSS | IT Solutions Shop |
| NBA | National Business Applications |
| OCIO | Office of the Chief Information Officer |
| ODC | Other Direct Costs |
| POC | Point of Contact |
| RBA | Regional Business Applications |
| TOS | Tracking and Ordering System |